



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGIONAL OFFICE V, LEGAZPI CITY

November 16, 2023

MS. SHARON FARIDA A. FLORES

Director II
Civil Service Commission – Albay Field Office
Rawis, Legazpi City, Albay 4500

Madam:

In compliance with RA 7041, may we request publication of the enclosed List of Vacant Position of this Office in your November 2023 Bulletin of Vacant Positions in the Government.

Vacant Positions:

Item Number:

1) One (1) Administrative Officer III (Cashier II)

ADOF3-9-2011

Thank you and more power.

Very truly yours,


ANTONIO F. VILLANUEVA, JR.
Acting Director IV

Enc.: As stated


LS/RVL/lbs

Republic of the Philippines
Department of Budget and Management
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Budget and Management in the CSC website:

LEIZEL L. SAPAULA

Date:

HRMO

TIME: 4:30 p

BY: 11/16/2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
2	Administrative Officer III (Cashier II)	ADOF3-9-2011	14	33,843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Caree Service (Professional)/Second Level Eligibility	Organizational (Analytical Thinking, Policy Interpretation, Attention to Detail, Service Delivery, Strategic Agility, Data Management) Functional (Maintaining PFM Understanding, Use of IT to Manage Public Finances, Management of Accounts Payable, Accounts Reconciliation, Generating Reports, Correspondences, and Documentation, Records Management & Continuous Regulatory Compliance	DBM Regional Office V

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **November 26, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

LEIZEL L. SAPAULA

Supervising Administrative Officer/Acting Chief AO

Department of Budget and Management, ROV

dbm_ro5@dbm.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.